



Family and Children's Services of St. Thomas & Elgin

Family & Children's Services of St. Thomas & Elgin is committed to becoming allies with First Nations, Inuit and Métis communities; those of African-Canadian/Black heritage; other racially marginalized and 2SLGBTQIA+ persons, through our Truth and Reconciliation commitments, our ongoing 'Diversity, Equity and Inclusivity' work and antiracism/anti-oppression education.

Our Mission

We protect and support children and youth in partnership with families and communities.

ACCESS TO RECORDS AND COURT DISCLOSURE CLERK **Full-time, 6 Month Contract**

SCOPE OF JOB:

The Access to Records and Court Disclosure Clerk provides case related disclosure of information and reports to the Privacy Designate. This position is responsible for collecting, reviewing and vetting case information and providing disclosure in accordance with the applicable provincial legislation including the Personal Health Information Act (PHIPA), PART X of the Child, Youth and Family Services Act (CYFSA), and the rules of civil procedure. The incumbent will also respond directly to disclosure requests from counsel, service recipients, and other Children's Aid Societies and Indigenous organizations. With a focus on customer service, this position demonstrates productivity, organization, and a high level of responsiveness. This is a full-time, in office position within the Bargaining Unit. Normal office hours are Monday to Friday, from 8:30 am to 4:30 pm, however, some work outside of regular hours and/or overtime may be required.

QUALIFICATIONS:

Applicants must have:

- Post-secondary education related to information management and/or post-secondary education and 3 years of child welfare experience considered;
- Preference given to applicants with a Diploma in Legal Administration, Law Clerk, Records Management and/or equivalent education in the field of information management;
- Demonstrated ability to be highly organized and have excellent communication and interpersonal skills;
- Ability to effectively manage stress and balance competing demands, while maintaining a professional demeanor;
- Demonstrated proficiency in computer skills, including Microsoft Windows, Excel, and Adobe, in a digitized environment;



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- Ability to navigate the Child Protection Information Network (CPIN) would be an asset;
- Sensitivity to and awareness of issues facing First Nations, Inuit and Métis (FNIM) people;
- Demonstrated knowledge of Anti-Oppressive Practice;
- Must have the ability to secure an Agency approved police Vulnerable Persons record check, and a clear provincial Child Protection search; and
- Valid G Ontario driver's license and available vehicle.

DUTIES:

- Knowledge of legislation related to disclosure in court matters and access to personal information;
- Excellent written skills with an ability to synthesize information;
- Detail oriented, demonstrated through thoroughness and accuracy when completing tasks;
- Strong organizational skills and the ability to perform during periods of multiple demands;
- Ability to understand and manage complex situations;
- Superior customer service skills with a focus on empowerment, respect and collaboration;
- Strong communication skills and proven ability to work collaboratively across the agency;
- Strong bias for action, ability to work independently and strong critical thinking and negotiating skills;
- Participate in agency staff meetings, team meetings, regular supervision, and agency and professional training; and
- Other duties as required.

REPORTS TO: Manager, Quality Assurance, Privacy and Organizational Effectiveness

SALARY RANGE: \$47,620 to \$58,403

DEADLINE TO SUBMIT RESUME: April 29th, 2025

Qualified applicants should submit their resumes to:

Family & Children's Services St. Thomas and Elgin

Attention: Shelley Wright

E-mail: swright@caselgin.on.ca

"Family and Children's Services of St. Thomas and Elgin is committed to a barrier-free, respectful, accessible and inclusive work environment. We will endeavor to remove any barrier to the hiring process to accommodate those applicants with disabilities.

Please inform Human Resources in advance should accommodation be required at any point in the recruitment and selection process."

***Thank you for your interest in our organization.
Only those candidates selected for interviews will be contacted.***